

LEAVE MANAGEMENT TIMELINE

Employee Name:		Employee No.	EE Phone #	DOI	Claim #	Pre-designated DR:	Doctor's Phone #	Employee's supervisor	Supervisor's Phone #	Retirement PLAN
Address:										
Actions	1 day	2 & 3 days	7 & 14 days	30 days	70 days	84 days	94 days	120 days	6 & 9 mos.	12 mos.
Injury reporting/1-800 & directions/ MPN list pre-designated MD (Emergency to the closest medical facility)										
RTW Packet/ Employee Notification										
STD (182 days from the first day of disability)										
FMLA designation/ no interactive/1250 hrs. Re-certification date/CFRA										
FMLA/CFRA expires (12 weeks)										
Pregnancy Disability Leave (88 working days) CFRA runs consecutively with PDL (12 weeks)										
Medical Certification provided by EMPLOYEE										
Job Description to Treating Physician Follow up on job descriptions (ongoing)										
Light Duty\ Transitional duties (offer any time <u>unless</u> a full time FMLA participant)										
Two weeks prior to FMLA expiration Schedule Interactive Process face-to-face (exchange information) Discuss available options with employee										
Conduct Interactive Process (Pre-P&S) JOB OFFER (modified/transitional)										
Follow up with written JOB OFFER Letter summarizing interactive meeting										
PLAN TO SOLVE: Voluntary demotion\ Disability Retirement/Y-Rate/Accommodation/ Modified Duty/ Alternative Job/ Intra-transfer placement										
Contact TPA for WC and STD status update (keep record of contact dates) inform TPA of Job offers										
Employee Contact (keep record of contact dates)										
LTD application to be provided to employee by VPA Notification to department										
Request Nurse Case Management via TPA (if appropriate)										
MegaFlex IA payments by department expires TPA begins TD payments										
LTD letter of approval or denial sent by VPA (copy to department)										
Check P&S status and work restrictions with TPA (frequently during the process)										
Salary Continuation 365 days expires Supplemental letter to employee TPA sends notice of TD benefits and begins payments at State rate										
Salary continuation 4850 Safety Members Check aggregate days										

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[illegible]

*Transitional job offer should be made at any time during the employee's recovery. **The employee may become P&S at any time during the process of the WC claim.

TRANSITIONAL JOB, INTERACTIVE PROCESS & DOCUMENTATION OF ALL ACTIVITIES WILL PREVENT POTENTIAL LIABILITY